



**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

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OPR: 10 SFS/SFAI (Mr. Michael Brachhold)
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AFI 31-501, 1 August 2000, is supplemented.

SUMMARY OF REVISIONS

Added that 10 SFS/SFAI will contact each basic trainee during inprocessing to receive hand-carried packets and to ensure all required information is included in the packet (paragraph 2.4.6); added the Security Manager will annotate Sentinel Key, and 10 SFS/SFAI will annotate Sentinel Key for cadet clearances (paragraph 3.11.1.4). A bar (|) indicates revisions from the previous edition.

1.3. For the purpose of this instruction, the term commander and air officer commanding (AOC) are synonymous.

2.4.6. All cadets require a NACLC, which is initiated within 90 days after transition week. The Security Forces Information Security Section (10 SFS/SFAI) provides basic trainees with the necessary forms prior to their arrival at USAFA as part of the registration process. 10 SFS/SFAI will contact each basic trainee during inprocessing to receive hand-carried packets and to ensure all required information is included in the packet. Prior to Basic Training, the cadet appointees will complete their EPSQ in the computer labs, scheduled by the Cadet Summer Training section. The packets will be reviewed by 10 SFS/SFAI, and cadets and military training leaders (MTL) will be contacted by 10 SFS/SFAI when they are ready for signature. A walk-in time schedule will be posted.

3.11. Security Managers must request interim access by submitting AF Form 2583 to the unit commander and provide a copy to 10 SFS/SFAI.

3.11.1.4. The Security Manager will annotate Sentinel Key. 10 SFS/SFAI will annotate Sentinel Key for cadet clearances.

3.15. The following positions are authorized to approve one-time access to a higher level of classified material than the security eligibility for the personnel indicated:

- 3.15.1. (Added) 34th Training Wing Commander (34 TRW/CC) for all 34 TRW personnel.
- 3.15.2. (Added) HQ USAFA/CC for all other DoD tenant units or agencies and command staff agencies.
- 3.18. Outbound Assignments (10 MSS/DPMAR) and Career Counseling and Assignments (HQ USAFA/DPYC) will advise the individual's unit of the requirement for access to SCI by annotating their memorandum of clearance request. SCI interviews will be conducted by 10 SFS/SFAI.
- 3.24.10. For the purpose of this instruction, the term installation commander refers to 10 ABW/CC.
- 5.1. Appointments are required for the submission of PSIs. The unit security manager must ensure all required documents are properly completed prior to the appointment. Appointments can be scheduled by contacting 10 SFS/SFAI.
- 7.3.1. The Chief, HQ USAFA/DPYC, may request appropriate clearance actions through 10 SFS/SFAI for cadets when required for PCS assignments.
- 7.3.2. (Added) Security managers for HQ USAFA/DF departments are authorized to request PSIs for cadets they sponsor for summer research assignments. After completion of all required forms, cadets must schedule an appointment through a HQ USAFA/DF security manager, who will verify the EPSQ information and schedule an appointment with 10 SFS/SFAI to complete other necessary actions.
- 7.3.3. (Added) Security clearance packets for summer research programs must be submitted and completed through 10 SFS/SFAI before the beginning of Christmas break.
- 8.1.1. The Vice Superintendent (HQ USAFA/CV); 10 ABW/CC; Chief, Security Forces (10 SFS/SF); and 10 SFS/SFAI are authorized to request and receive investigative data or any other type of information which should be considered for establishment of a Security Information File (SIF).
- 8.1.2. (Added) Procedures for establishing an SIF on cadets are contained in **Attachment 24 (Added)** of this supplement.
- 8.2.1.2. USAFA commanders and staff agency chiefs should also refer to DoD 5200.2R, Appendix I, for additional disqualifying and mitigating factors when considering establishment of an SIF.
- 8.2.1.3. Unit commanders and staff agency chiefs must submit their recommendation to the Chief, 10 SFS/SF for concurrence.
- 8.2.2.4. The SIF custodian will notify the 10 ABW/CC, as directed.
- 8.2.2.5.3. The 10 ABW/JA will provide a copy of the summary of disciplinary action report to 10 SFS/SFAI every 2 weeks.
- 8.2.3.1. Security Managers/MTLs must contact the SIF custodian every 60 days to provide updates to the appropriate file. This will be done, in writing, and incorporated into the SIF file.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AOC—Air Officer Commanding

MTL—Military Training Leader

Attachment 3**TABLES FOR INVESTIGATIONS AND ASSIGNING SECURITY ACCESS
REQUIREMENTS (SAR)**

A3.1. All fingerprints for the purpose of requesting a security clearance (except for packets sent to cadet appointees) will be done by 10 SFS/SFAI. Fingerprinting for all other reasons for personnel may be accomplished at 10 SFS/SFAP, Pass and Registration, in the Community Center.

Attachment 24 (Added)**PROCEDURES FOR ESTABLISHING SECURITY INFORMATION FILES ON CADETS**

A24.1. A cadet's access to classified information will be administratively suspended immediately by the AOC upon notification of involvement in any incident which puts the cadet's loyalty or trustworthiness in question, especially those types of incidents identified in Chapter 8 of this AFI and DoD 5200.2R.

A24.2. The Group AOC, Deputy Group AOC, or Group Superintendent is responsible for notifying 10 SFS/SFAI of incidents which have not already been reported through police channels.

A24.3. Establishment of a SIF is critical if the cadet is disenrolled based upon any types of incidents indicated above, especially if the cadet could serve in the enlisted ranks.

A24.4. After notification of an alleged incident involving cadet personnel, 10 SFS/SFAI will send a memorandum, along with all available information on the alleged incident, to the Group AOC/Deputy Group AOC requesting whether or not to establish an SIF. The Group AOC/Deputy Group AOC will indorse the memorandum to 10 SFS/SFAI indicating the determination made.

A24.5. When an SIF is required, 10 SFS/SFAI will process the SIF as described in paragraph 8.2.2.

A24.6. When a group commander determines a SIF is not required, the indorsement must include rationale for this decision.

A24.7. All determinations will be reviewed by 10 SFS/SF. Disagreements will be reviewed first by 34 TRW/CC. If the disagreement still exists, it will be resolved by HQ USAFA/CV.

A24.8. If the commander elects to delay establishment of the SIF, as described in paragraph **8.2.1.3.** of this AFI, a memorandum will be sent after 45 days asking if a SIF is required.

WILLIAM D. SELLERS, Lt Col, USAF
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